

## New Requirement!

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between April 1 and 10, 2017.

USDA <u>Memo SP 20-2017</u> discusses this requirement in more detail.



See reporting instructions below.

Contact Mikayla Hardy at 605-773-8067 or Mikayla.Hardy@state.sd.us or email DOE.SchoolLunch@state.sd.us with questions.

This institution is an equal opportunity provider.

## Reporting Instructions

Step 1: Log in to your iMATCH account and make matches.

Step 2: Log in to the iCAN system and under "Applications" in the blue bar at the top of the screen click on "Community Eligibility Provision"



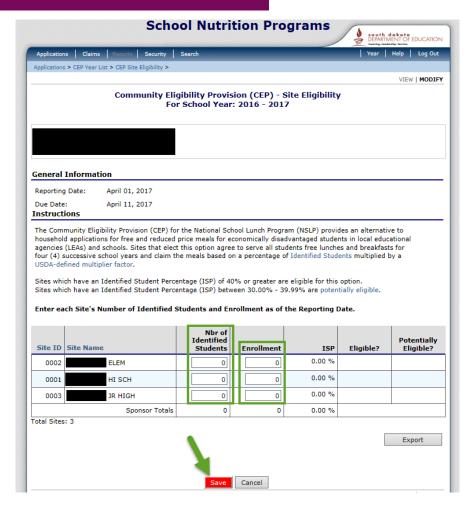
Step 3: Click "Add" for SY 2017-18



## **Instructions Continued**

## Step 4: For each site use data as of April 3rd and:

- Enter the Number of Identified Students
  - Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination. Students approved free/reduced based on income should not be included in this number.
- Enter the Enrollment
- Click "Save"



Step 5: A pop up will appear. Click "Finish" if you are done or "Edit" if you wish to revise your information.

- Remember to Log Out When you are finished.
- You will be able to modify your information until April 10, 2017.

